



Code: 5042

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Electrical and Mechanical

Series: Electrical Construction and Maintenance

CLASS TITLE: GENERAL FOREMAN OF ELECTRICAL MECHANICS

CHARACTERISTICS OF THE CLASS

Under direction, functions as a second-level supervisor, directing and coordinating the work of Foremen of Electrical Mechanics and their crews engaged in the installation, repair, and maintenance of electrical wiring systems and equipment found in municipal buildings, airports, water purification plants, and substations, and performs related duties as required

ESSENTIAL DUTIES

- Studies blueprints and project specifications and inspects work sites to assess project size and scope, prepare work orders, and determine resources needed to complete jobs
- Prioritizes, schedules, and assigns work to foremen and their crews based on the extent of work required, urgency, and availability of resources
- Reviews initial and final cost estimates prepared by foremen for completeness and appropriateness
- Authorizes requisitions for materials, tools, and equipment submitted by foremen
- Inspects work performed by electrical mechanic crews to ensure completion according to specifications, work schedules, and applicable municipal codes
- Analyzes complex electrical mechanic projects and recommends alternative strategies to complete same
- Reviews project status reports prepared by foremen and reallocates resources to ensure projects are completed in a timely and efficient manner
- Coordinates electrical work with other trades to ensure orderly and efficient work processes
- Develops and oversees the implementation of work and safety procedures and coordinates staff training on same
- Oversees the preparation of and completes staff performance appraisals and initiates and administers corrective or disciplinary action as required
- Reviews and approves time and attendance records submitted by foremen
- Prepares project management reports
- Participates in streamlining departmental procedures, creating cost efficiencies, and improving customer service

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered electrical mechanic apprenticeship training program and journeyman status, plus four years of journey-level electrical mechanic work experience, of which two years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., electrical machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools
- Ability to operate automotive vehicles and associated equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Advanced knowledge of:

- *principles, work methods and techniques of the electrical trade
- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the electrical trade
- *applicable safety and code standards specific to the electrical trade (e.g., National Electrical Code, OSHA standards)
- use of safety equipment and protective gear

Considerable knowledge of:

- *applicable test instruments and hand and power tools
- *equipment and materials specific to the electrical trade
- *municipal building, airport, water purification plant, and substation mechanical and electrical systems
- *electrical regulations and requirements found in the City of Chicago's building code

Moderate knowledge of:

- *supervisory principles, methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Foreman of Electrical Mechanics class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Foreman of Electrical Mechanics class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Foreman of Electrical Mechanics class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Foreman of Electrical Mechanics class

CLASS TITLE: GENERAL FOREMAN OF ELECTRICAL MECHANICS

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: August, 2010